

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

March 20, 1962

CIRCULAR NO. A-3  
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Government periodicals

1. Purpose. The purpose of this Circular is to prescribe a uniform procedure governing the approval of the use of funds from appropriations available for printing and binding for the printing of journals, magazines, periodicals, and similar publications.

This revision of Circular No. A-3 replaces the revision dated September 8, 1960. The definition of periodicals (paragraph 3a) is expanded to conform to the Government Printing and Binding Regulations.

2. Requirements of approval. Section 1 of the Act of May 11, 1922, as amended (44 U.S.C. 220), provides as follows:

"The head of any executive department, independent office, or establishment of the Government is authorized, with the approval of the Director of the Bureau of the Budget, to use from the appropriations available for printing and binding such sums as may be necessary for the printing of journals, magazines, periodicals, and similar publications as he shall certify in writing to be necessary in the transaction of the public business required by law of such department, office, or establishment. There may be printed, in addition to those necessary for such public business, not to exceed two thousand copies for free distribution by the department, office, or establishment issuing the same. The Public Printer shall print such additional copies thereof as may be required for sale to the public by the Superintendent of Documents; but the printing of such additional copies required for sale by the Superintendent of Documents shall be subject to regulation by the Joint Committee on Printing and shall not interfere with the prompt execution of printing for the Government. (May 11, 1922, ch. 189, sec. 1, 42 Stat. 541; June 30, 1932, ch. 314, sec. 307, 47 Stat. 409.)"

3. Definitions.

a. Periodicals. The term "journals, magazines, periodicals, and similar publications" (hereafter called periodicals) will be construed to refer to publications issued semiannually or more often for the

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purpose of disseminating useful information with continuing policy as to format, specifications, content, and purpose. In accordance with the Government Printing and Binding Regulations, published by the Joint Committee on Printing, this term "shall be construed as not applying to strictly administrative reports, memoranda, and similar materials, or to strictly statistical materials, and information required exclusively for the official use of the issuing office or service in the transaction of its routine business. Such information shall be construed as being required exclusively for the use of the issuing office or service in the transaction of its routine business if not more than 2,000 copies, or not more than 10 percent of the total quantity printed, whichever is lesser, are for free distribution to other than the issuing department, office, or establishment, its officially established auxiliary organizations, and other individuals and organizations required to be kept informed in the transaction of the routine business of the department, office, or establishment." These exceptions are construed to cover laws, rules, regulations, instructions, opinions, decisions, official notices, circulars, and internal information bulletins.

b. Printing. The term "printing" will be construed to mean reproduction by those methods which are defined as printing in the Joint Committee Regulations, whether printed at the Government Printing Office or elsewhere.

c. Official use and "free distribution." Copies for official use are those to be distributed, free of charge, to offices and officers of the Government and others as "necessary in the transaction of the public business required by law" of the agency. Such copies are in addition to the no more than 2,000 copies for "free distribution" for exchanges, courtesy copies, and similar purposes.

4. General requirements. Approval will be given for publication of periodicals which will meet the following requirements:

a. Mailing lists. Mailing lists for distribution of periodicals will be revised at least once each year, in accordance with the Joint Committee Regulations.

b. Necessity. Periodicals, as required by the Joint Committee Regulations, "shall be devoted to the work which the branch or officer of the Government issuing the same is required by law to undertake, and shall not contain matter which is unnecessary in the transaction of the public business or matter relating to work which any other branch of the Government service is authorized to perform." Periodicals will not contain editorials, book reviews, or articles which are intended solely to foster or obtain the support of persons outside the Government for an agency, or which can be construed as advocacy of increased appropriations or of legislation.

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